

Bowen Island Public Library
Board of Trustees Meeting —August 19, 2021
Via Zoom video conferencing
Minutes

Attendance and Quorum: Susan Munro (Chair), Cynthia Nicolson (Vice Chair), Michael Penny (Treasurer), Len Gilday, Jeb Gutelius, Melissa Harrison (7:18 pm), Jen Harvey, Don Heth, Peter Matthews, Tina Nielsen (ex-officio), Jennifer Streckmann (ex-officio)

Regrets: Sue-Ellen Fast, Beatrice Anderson

- 1) Call to Order: 7:05 pm
- 2) Land acknowledgment
- 3) Approval of Agenda: Carried
- 4) Approval of meeting minutes from June 17, 2021: Carried
- 5) Business arising from the minutes (updated table below)

What	Who	When
Present Draft Budget 2022 for review	Finance Committee & Tina	Agenda Item 7)a)i
Arrange Doodle Poll for late fall 2021 Strat planning	P&P Committee	Agenda Item 7)a)iii
Contact Chris Corrigan re availability for strat plan	P&P Committee	Agenda Item 7)a)iii

- 6) New Business
 - a) Susan welcomed Jen Streckmann, just beginning her position as Interim Library Director. Susan said the board was ready to assist Jennifer and looked forward to working with her.
- 7) Reports
 - a) Committees (Only those committees with reports to give are noted)
 - i) Finance (monthly report and 2022 budget draft distributed electronically)
 - (1) Michael reported “There is nothing of immediate concern.” Numerous accounts are under reported making monthly financial statements incomplete.
 - (2) BIPL Budget 2022 represents an attempt at carrying on business as usual.
 - (3) Tina reviewed BIM’s budget process. The primary thing is our request for more staffing.
 - (4) **Motion: That the board approve the 2022 Library Draft Budget as presented.**

Carried.

- (5) Susan thanked Michael, Peter, and Tina for their work crafting the budget.
- ii) Communications (verbal): Cynthia said that the committee was very impressed with Susan and Tina’s presentation to council—a great example of the library being proactive with a good news story.
- iii) Policy & Planning (verbal)
 - (1) Melissa reported:

Len had talked with Chris Corrigan about facilitating a strategic planning session. Chris can be available in November.
Melissa Suggested the session focus:
What did we learn from 2020?
How best move forward as we will not be returning to our prior state?
What are the things we’re likely to encounter over the next five years?

 - (1) P&P recommends focusing our plan on the short term (12-18 months) while also peering further into the future.
 - (2) Len will share with Chris our progress on items from last year’s strategic plan and ideas from Lessons Learned following COVID.
 - (3) Tina asked to prepare a short, written summary of key lesson’s learned from the COVID experience to share with Chris and help tune-up safety plans.
 - (4) Meeting to be organized as two half day sessions over two days.
 - (5) Susan invited comments and questions:
 - (i) General support for developing a strategic plan session as described.
 - (ii) Peter advised maintaining the short term/long term balance.
 - (iii) Jen would like an opportunity to review and consider ideas in advance.
 - (6) Len will share with Chris notes re progress on last year’s strategic plan objectives and ideas from COVID lessons learned.
 - (7) P&P will meet with Chris in October to map out strategic planning session
 - (8) Melissa reported “library policy development is competently underway.”
 - b) Librarian—Tina reported:
 - i) Susan Munro and Tina Nielsen presented to Council on July 26 with some information about staffing and our positive experience adding two part time staff.
 - ii) Memory kits are now available to aid islanders coping with dementia.
 - iii) Orange Shirt Day (Sept 30) — the library is hoping to host a program giving away books on Truth and Reconciliation.
 - iv) Storytime to resume — either in person or via Zoom.
 - v) Bibliocommons catalog is now in place.
 - vi) Cultural Corner Landscaping Project is in the beginning of design phase. During her leave, Tina will continue her role as library liaison to the CC Landscaping Project.
 - vii) Tina and Jennifer are working together on a smooth transfer to Jennifer’s assumption of responsibilities.
 - viii) Michael said the Friends book sales are well attended and good fundraisers.
 - c) InterLINK: Michael reported that, while there has been no recent meeting, there has been much online discussion about and support for the Lillooet Area Library Association’s Wildfire Emergency Information website — essential resources and information for the community about safe practices during the local wildfire emergency.
 - d) BIM: No report
- 8) Next meeting date scheduled for September 16, 2021.

Susan, on behalf of the board, thanked Tina both for her 25 years of service and, in particular, the effort and leadership Tina has brought to the past year’s challenges has been outstanding. The board is happy to support Tina taking this year off—and welcome Jennifer!

9) Adjournment: 8:25

Tasks from meeting minutes

What	Who	When
Prepare short summary of lessons learned from COVID	Tina	ASAP
Share with Chris Corrigan info from Lessons Learned and progress on 2020 Strategic Plan objectives.	Len	ASAP
Follow up with Chris Corrigan re 2021 Strategic Planning session	P&P Comm	October